



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE
PREPARATION FOR LECTURES AND PRACTICUMS**

NO. POB/FEM/ESP/01

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 September 2016
Reviewed by	Department GKM Coordinator		1 September 2016
Approved by	Head of Department		1 September 2016

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	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/EP/01
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DOCUMENT REVISION HISTORY

FRM/FEM/EP/01/01-00; date 01/09/2016

Date	Revision Note	Reason for Revision
14 June 2024	Change of name from ESP to EP	The original name of the study program was Economic Development (Ekonomi Pembangunan). However, over time, a normalized form, Economic and Development Studies (Ekonomi Studi Pembangunan), was used. The name Economic Development Study Program was reinstated based on Rector's Decree No. 367/IT3/PP/2018.
14 June 2024	Change of POB number from POB/FEM/EP/02 to POB/FEM/EP/01	POB No. 01 concerning Student Admission is no longer in use.

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1. Purpose

To serve as a guideline for implementing preparation activities for lectures and practicums at the Department of Economics, Faculty of Economics and Management (FEM), IPB University.

2. Scope

This procedure covers the mechanism for preparing and implementing lecture and practicum activities.

3. Definitions

- 3.1. Lecture refers to teaching and learning activities conducted face-to-face in class between lecturers and students according to the established schedule.
- 3.2. Practicum refers to teaching and learning activities involving lecturers (possibly assisted by teaching assistants) and students, emphasizing psychomotor aspects (skills) in the form of practice or exercises.
- 3.3. Lecturer is a professional educator and scholar whose main duties are to transform, develop, and disseminate knowledge, technology, and art through education, research, and community service.
- 3.4. Teaching Assistant is a person assigned to assist the lecturer in practicum activities based on their educational background and expertise.
- 3.5. Student is a participant of lectures and practicums who is officially registered and has completed the Study Plan Card (KRS).
- 3.6. Academic Administration Staff is a functional employee responsible for carrying out academic administrative activities according to their educational background and expertise.
- 3.7. Education Committee refers to lecturers appointed to assist the Undergraduate Program Management in Economics in carrying out educational administrative activities in the program.
- 3.8. Head of Administration (KTU) is a functional staff member who coordinates secretarial administration, financial administration, human resources, library, facilities and infrastructure, and other general administrative activities within the Department of Economics.
- 3.9. Directorate of Academic Administration (Dit. AP) is a directorate responsible for developing and managing educational administration for multi-level and multi-type academic programs.
- 3.10. Course Coordinator is a lecturer assigned, based on their educational qualification, expertise, and academic rank, to be responsible for and coordinate the delivery of a particular course.

4. References

- 4.1. IPB University Undergraduate Program Handbook, 2015 Edition.
- 4.2. IPB University Standard Operating Procedure (SOP) Book, 2015 Edition.

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5. General Provisions

- 5.1. The implementation of lectures and practicums must comply with the schedule established by the Directorate of Academic Administration (Dit. AP).
- 5.2. Any changes to the lecture or practicum schedule must be approved by the Head of Department and Dit. AP.
- 5.3. If the scheduled lecture or practicum coincides with a public holiday later determined, Dit. AP shall designate a replacement session.
- 5.4. The lecture schedule is determined at the beginning of each semester.
- 5.5. Lectures and practicums are conducted for fourteen (14) face-to-face meetings per semester and two examinations (Mid-Semester and Final Semester Exams).
- 5.6. The duration for one credit (1 SKS) of a lecture consists of 50 minutes of face-to-face interaction and 60 minutes of structured assignments.
- 5.7. The duration for one credit (1 SKS) of a practicum consists of 60 minutes of face-to-face interaction and 60 minutes of structured assignments.

6. Procedures

6.1. Detailed Procedure

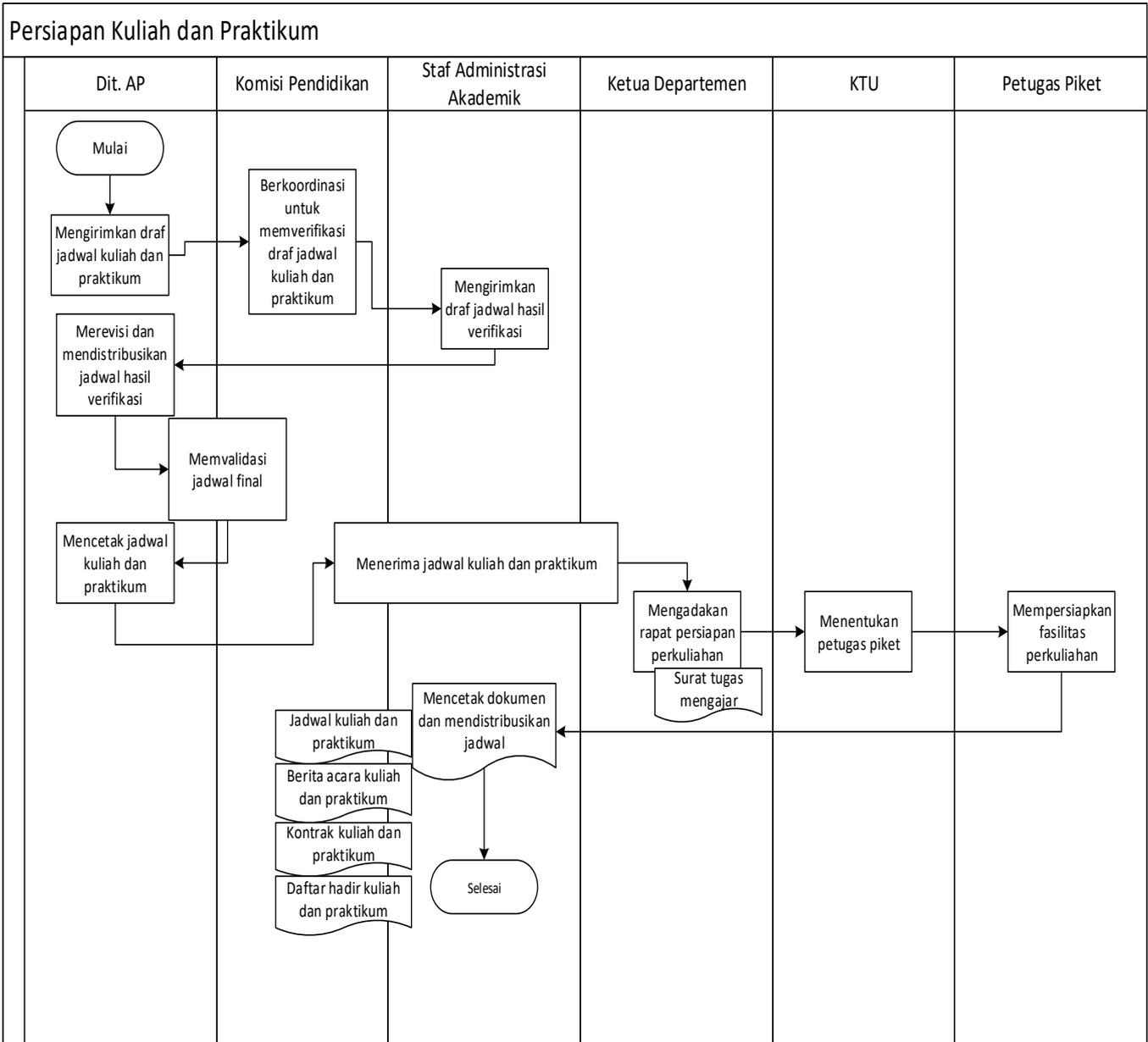
- 6.1.1. The Directorate of Academic Administration (Dit. AP) sends a draft of the lecture and practicum schedule to be reviewed by the Department.
- 6.1.2. The Education Committee confirms the temporary schedule with Course Coordinators regarding the suitability of schedule, time, number of students, and class quotas.
- 6.1.3. The Academic Administration Staff submits the verified lecture and practicum schedules to Dit. AP.
- 6.1.4. Dit. AP issues a revised draft of the lecture and practicum schedule for further review by the Education Committee.
- 6.1.5. Dit. AP invites the Education Committee to validate the final lecture and practicum schedule concerning classroom allocations.
- 6.1.6. Dit. AP sends the final lecture and practicum schedule to the Department.
- 6.1.7. The Head of Department convenes a meeting involving all Lecturers, Teaching Assistants, the Education Committee, and the Head of Administration to discuss lecturer and assistant assignments (team teaching), lecture and practicum regulations, and learning facilities.
- 6.1.8. The results of the Preparation Meeting for Lectures and Practicums are formalized in Teaching Assignment Letters issued by the Head of Department.
- 6.1.9. The Head of Administration assigns classroom duty officers to check all lecture facilities, such as projectors (LCD), laptops, air conditioning, and wireless connections.

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6.1.10. The Academic Administration Staff prepares lecture and practicum minutes, lecture/practicum contracts, and attendance lists for each course, and distributes the final schedule to all teaching lecturers.

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6.2. Flowchart of Procedures



7. List of Important Documents

- 7.1. Minutes of Lectures and Practicums.
- 7.2. Lecture and Practicum Contracts.
- 7.3. Lecture and Practicum Attendance Lists.
- 7.4. Lecture and Practicum Schedules.

8. Attachments

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Minutes of Lectures and Practicums



MINUTES OF LECTURE / PRACTICUM IMPLEMENTATION
DEPARTMENT OF ECONOMICS
ODD SEMESTER, ACADEMIC YEAR 2016–2017

Course Title / Course Code / Parallel :
Room :
Day, Time :
Lecturer :
Course Coordinator :
Number of Students :
Duty Officer :

Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
1					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					

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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
2					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
3					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
4					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
5					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					

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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
6					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
7					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
MID-SEMESTER EXAMINATION (UTS)										
8					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					

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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
9					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
10					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
11					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
12					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					

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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
13					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
14					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
FINAL SEMESTER EXAMINATION (UAS)										

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Lecture / Practicum Contracts



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI
 Jl. Kampoer, Kampus IPB Darmaga - Bogor
 Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

KONTRAK PERKULIAHAN DAN PRAKTIKUM SEMESTER GANJIL TA. 2016/2017

Kesepakatan Antara Dosen dan Mahasiswa Dalam Proses Perkuliahan dan Praktikum

MATA KULIAH : _____ KODE : _____

Pada hari ini jum'at tanggal, bulan September tahun 2016 telah disepakati hal-hal yang berkenaan dengan penyelenggaraan proses perkuliahan dan praktikum sebagai berikut :

- WAKTU DAN TEMPAT PERKULIAHAAN**
 Hari : _____ Pukul : _____ Ruangan : _____
- TIM PENGAJAR / DOSEN**
 1. Muti _____ 3.
 2. _____ 4.
- TOLERANSI DAN KONSEKUENSI**

	Toleransi (Menit)	Konsekuensi
Dosen	_____	_____
Mahasiswa	_____	_____
- TUGAS - TUGAS (FREKUENSI)**

Quiz	UTS	UAS	Makalah
_____	_____	_____	_____
- TATA CARA PENILAIAN YANG DIGUNAKAN/BOBOT (%)**

UTS	UAS	Praktikum	Lain - Lain
_____	_____	_____	_____
- TATA TERTIB DALAM KELAS**

Pakaian (Kemeja/Kaos berkerah)	Alas Kaki (Sepatu)	Merokok (tidak boleh)	Makan (tidak boleh)	HP (dimatikan/disilent)
_____	_____	_____	_____	_____

Tambahan Penting :

- Izin tidak mengikuti kuliah karena alasan sakit dan atau alasan yang sah dapat diberikan maksimum **3 (tiga) kali** dari masa perkuliahan penuh (14 pertemuan) yang terjadwal dalam satu semester kecuali ketidakhadiran atas izin Wakil Rektor Bidang Akademik dan Kemahasiswaan dengan surat pendukung yang harus diserahkan paling lambat 1 Minggu setelah perkuliahan tersebut.
- Nilai ujian (UTS dan UAS serta nilai muti) akan diumumkan paling lambat 2 minggu setelah pelaksanaan ujian MK tersebut

Demikian kontrak perkuliahan dan praktikum ini disepakati dan dilaksanakan sebaik-baiknya.

Wakil Mahasiswa _____ Mengetahui _____ Dosen Koordinator MK _____
 Ketua Departemen,

(.....) (Dr. Dedi Budiman Hakim, M.Ec) ()

Perwakilan Kelas : Nama : _____ No. HP : _____

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Lecture / Practicum Attendance Lists

IPB UNIVERSITY
DIRECTORATE OF ACADEMIC ADMINISTRATION

LECTURE / PRACTICUM ATTENDANCE LIST

Academic Year : 2016/2017
Semester : Odd
Course Code : EKO415
Course Name : Ekonomi Regulasi
Parallel Class : 1
Room : RK MKDU
Day : Thursday
Time : 8.00 - 10.30

NO	NAME	NIM	1	2	3	4
1	RAMADHANI ALPUTRI	H14130002				
2	ABDULLAH FATHAN TAUFIK	H14130004				
3	PUTRI ANDINI	H14130007				
4	KUSUMA MAULISANTI	H14130009				
5	AMELIA SAFRIDA	H14130010				
6	DWI YONANDA SHAVIRA. SY	H14130013				
7	ANNISHA LIBNA BINTANG SETIARDI	H14130014				
8	ALFI NUR LAILIYAH	H14130018				
9	RIZKA SUCI RAHMADHANI	H14130019				
10	ELSI MARLITA	H14130021				
11	MAUDYTIA RISMALASARI PRABOWO	H14130022				
12	SITI ROHMAWATI	H14130023				
13	NADYA SAHARA	H14130024				
14	YANNI ERIA	H14130026				
15	ANNISA	H14130027				
16	NISRINA ROFIFAH	H14130029				

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17	TETI RAHMAWATI	H14130032				
18	WIDYA SUBANGKA	H14130033				
19	ANZHILA RAHMA ARIFANA	H14130040				
20	SYIFA RAHMADITA KUSWAN	H14130041				
21	NOVA ARDIANSYAH	H14130042				
22	SHAFIRA PUTRI REGULA	H14130048				
23	REZA IMAM PRAKOSO	H14130051				
24	FAKHRI RIZQULLAH	H14130055				
25	IRMA ANUGRIANA	H14130060				
26	ANUGERAH GUSTI AFRILIANTO	H14130062				
27	PIRLI RAMDANI	H14130065				
28	AGNES YULISA	H14130067				
29	MAULIDATUZ ZAHROO	H14130068				
30	AGENG HARTINI	H14130069				
31	KHOLIFATIN ARTIKA	H14130072				
32	ADHITYA KUSUMA ARDANA	H14130074				
33	NURIN AMALIA	H14130075				
34	MOCHAMMAD FAJAR	H14130079				
35	MUHAMMAD FAJAR GUMILANG	H14130080				
36	TETTA NURWINDA	H14130081				
37	MUHAMMAD KEMAS MAULUDI	H14130082				
38	GHUFRANI MUHARAMI	H14130083				
39	BAGUS EKA PUTRA	H14130084				
40	ANDINA NURAINI GINOGA	H14130085				
41	NOVA RESTU SENIAMALA	H14130086				
42	MOHAMMAD IRFAN HABIBI	H14130087				
43	ATTIRA MASYITHA SEKAR KINANTY	H14130088				
44	MAHARANI NURCAHYANI	H14130092				
Lecturer						

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Lecture and Practicum Schedule

Time	Type	Course Code / Parallel	Course Name	Course Coordinator	Room Code	Room Name	Room Capacity	Major / Minor Participants	Semester	Quota Ma / Int / Mi / SC (Total)	Jumlah Peserta Ma/Int/Mi/SC (Total)	Keter
Every Day												
0.00 - 0.00	K	EKO499 / 1	Skripsi	Teaching Team		Room may be adjusted	0	H11,	7	120 / 0 / 0 / 0 (120)	38 / 0 / 0 / 0 (38)	
0.00 - 0.00	K	EKO497 / 1	Kuliah Kerja Profesi (KKP)	Teaching Team		Room may be adjusted	0	H11,	7	90 / 0 / 0 / 0 (90)	88 / 0 / 0 / 0 (88)	
0.00 - 0.00	K	EKO498 / 2	Seminar	Teaching Team		Room may be adjusted	0	H11,	7	120 / 0 / 0 / 0 (120)	24 / 0 / 0 / 0 (24)	
Monday												
7.30 - 9.10	K	EKO201 / 3	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	A164401E	RK. 16 FAC 401 E	80	H21,	3	0 / 70 / 0 / 0 (70)	0 / 39 / 0 / 0 (39)	
7.30 - 9.10	K	EKO201 / 2	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	E000X032	RK. X.302	70	H21,	3	0 / 70 / 0 / 0 (70)	0 / 66 / 0 / 0 (66)	
7.30 - 10.00	K	ESL211 / 8	Ekonomi Pertanian	Prof.Dr.Ir.BONAR MARULITUA SINAGA, MA	A00000B1	RK. Gedung Kuliah B1	120	H11,H21, H4191,H4194	3	0 / 85 / 7 / 10 (102)	0 / 76 / 3 / 10 (89)	
7.30 - 10.00	K	EKO313 / 1	Ekonomi Industri	Dr.Ir.ARIEF DARJANTO, M.Ec	A0630301	RK. HPT 301 A-B	120	H11,	5	90 / 0 / 0 / 0 (90)	78 / 0 / 0 / 0 (78)	
8.00 - 9.40	K	EKO427 / 1	Ekonomi Politik	Prof.Dr.DIDIN S. DAMANHURI, SE, MS, DEA	GLS3MKDU	RK MKDU	100	H11,	7	94 / 0 / 0 / 0 (94)	86 / 0 / 0 / 0 (86)	

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10.00 - 11.40	K	EKO203 / 5	Teori Makroekonomi I	Prof.Dr.Ir.RINA OKTAVIANI, MS	ICCR213	RK. CCR 2.13	135	H51,	3	0 / 90 / 0 / 0 (90)	0 / 80 / 0 / 0 (80)	
10.00 - 11.40	K	EKO301 / 2	Ekonometrika I	Prof.Dr.Ir.BAMBANG JUANDA, MS	IPBW0401	RK. IPB W 4 4.01	110	H41,	5	0 / 108 / 0 / 0 (108)	0 / 98 / 0 / 0 (98)	
13.00 - 14.40	K	EKO201 / 5	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	GLS3MKDU	RK MKDU	100	H31,	3	0 / 65 / 0 / 0 (65)	0 / 56 / 0 / 0 (56)	TIDAK MELEB KUOTA
13.00 - 14.40	K	MAN22A / 6	Akuntansi Keuangan	FARIDA RATNA DEWI, S.E., M.M	A00000BD	RK. Gedung Kuliah A	285	H11,	3	0 / 90 / 0 / 0 (90)	0 / 76 / 0 / 0 (76)	
13.00 - 14.40	K	EKO201 / 4	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	E000X032	RK. X.302	70	H31,	3	0 / 60 / 0 / 0 (60)	0 / 59 / 0 / 0 (59)	TIDAK MELEB KUOTA
13.00 - 15.30	P	EKO427 / 1	Ekonomi Politik	Prof.Dr.DIDIN S. DAMANHURI, SE, MS, DEA	ICCR215	RK. CCR 2.15	135	H11,	7	47 / 0 / 0 / 0 (47)	46 / 0 / 0 / 0 (46)	